

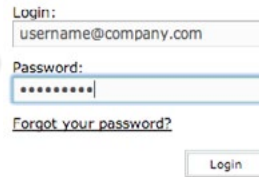


Getting started with Adobe Connect meetings

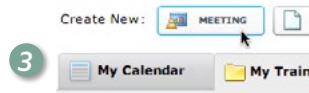
Create and Access Your Meetings

1. Navigate to _____ in your favorite web browser.

2. Log in with your Adobe Connect username and password. If you don't know your password, click the **Forgot your password?** link.



3. Once authenticated, you are taken to the Adobe Connect Central home page. Click the **Create New Meeting** button to begin the Meeting Wizard.



4. Enter a meeting name and an easy to remember custom URL such as your first name or username.



5. Optionally, fill in the additional fields and click **Finish**. Your meeting room has been created.



6. Enter your meeting room by clicking on the meeting room URL on the confirmation page or by typing the URL into your web browser.



Tip: The meeting room you have just created is always available at the URL you specified. It is a good idea to bookmark your room for quick and easy access.

Install the Adobe Connect Add-in

1. If you have never hosted an Adobe Connect meeting before, you will be prompted to install the Adobe Connect Add-In. Click Install and follow the instructions.

Windows Instructions

1. Click [here to download the Add-in](#).
2. Choose "Save".

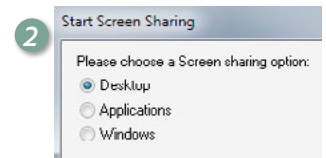
Tip: Meeting participants are only required to have Adobe Flash Player 10.1 or later (already on most desktops) installed and do not need to install the Adobe Connect Add-In.

Sharing your screen

1. Click the **Share My Screen** button in the **Share** pod.



2. In the **Start Screen Sharing** dialog, choose how you would like to share your screen.



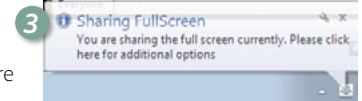
Desktop: Share all applications on your desktop.

Windows: Choose specific, already open windows to share.

Applications: Share one or more applications along with related windows.

After selecting your desired option, click **Share**.

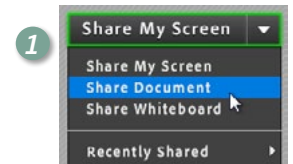
3. An Adobe Connect icon appears in your system tray (Windows) or your toolbar (Mac & Linux) while you are sharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.



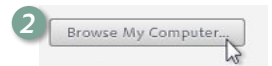
Tip: If you choose to share your entire desktop, it's recommended that you set your screen resolution to 1024x768. Reducing the number of applications running that use bandwidth will also provide a better experience for the attendees.

Sharing PowerPoint content

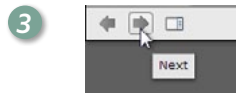
1. Click the right arrow beside **Share My Screen** and select **Share Document**.



2. Click **Browse My Computer** to select a file from your system. In the Browse dialog, locate the PowerPoint (PPT or PPTX) presentation you would like to share and click Open. The file is automatically uploaded and converted.



3. Once the file has been converted, it will appear in the Share pod. Use the Next and Previous controls to navigate through your presentation.



Tip: You can also follow these steps to share other supported file types including image files (JPG or PNG), video files (FLV), flash files (SWF), and MP3 audio files.

